

**Public Safety Communications Advisory Commission (PSCC)
Summary of Minutes - Regular Public Meeting**

Tuesday, April 19, 2011

PSCC Voting Members Present

- Aaron Sandeen, State CIO & Director, Government Information Technology Agency (Chairman)
- Joe Anderson, Assistant Chief, Bullhead City Fire Department
- Michael Brashier, Communications Manager, City of Casa Grande
- Gilbert Orrantia, Director, Arizona Department of Homeland Security
- William Pribil, Sheriff, Coconino County
- Patrick Quinn, Deputy Chief, Tucson Fire Department
- Kathleen Robinson, Assistant Chief, Tucson Police Department
- Dan Wills (Teleconference)
- Dewayne Woodie, Fire Chief, Ganado Fire District/EMS (Teleconference)

PSCC Voting Members Absent

- Amy Brooks, Captain, Apache Junction Fire Department
- Steven Campbell, Chief, City of El Mirage Police Department
- Jan Hauk, Past President, Arizona Fire District Association Representative
- Tracy Montgomery, Assistant Chief, Phoenix Police Department
- Mike Worrell, Captain, Phoenix Fire Department

Government Information Technology Agency (GITA) & GITA, Public Safety Interoperable Communications (GITA-PSIC) Office Attendees:

- Lisa Meyerson, Arizona Statewide Interoperability Coordinator & Manager, Public Safety Interoperable Communications (PSIC) Office
- Justin Turner, PSIC Operations Manager, GITA-PSIC
- Michael Todd, Regional Interoperability Manager, GITA-PSIC
- Suesan Nordman, Project Manager, GITA-PSIC
- Michael Britt, Project Manager, GITA-PSIC
- Andy Clark, Project Manager, GITA-PSIC
- Jeffrey Crane, Project Manager, GITA-PSIC

Additional Meeting Presenters

- Dr. Jennifer Harder, Senior Scientist, Science Applications International Corporation (SAIC)
- Lou Miranda, Emergency Manager, Pinal County
- Mike Lindsey, Tubac Fire
- Bob Hollister, Chairman, Cochise County Local Emergency Planning Committee
- Morgan Hoaglin, Communications Coordinator, AZ Division of Emergency Management
- Mark Venuti, SIEC Co-Chair

20 Interested parties and members of the public were also present.

Call to Order and Roll Call

The meeting was called to order at 1:00 PM by Chairman Aaron Sandeen, Director of the Government Information Technology Agency. Chairman Sandeen introduced himself as the new State CIO and Director of GITA. Roll call was taken by Mr. Justin Turner, PSIC Operations Manager, as noted above and a quorum of the PSCC was declared present.

Approval of Minutes – February 15, 2011 PSCC Public Meeting

Action Item

Chairman Sandeen asked for comments on the February 15, 2011 meeting minutes. Chairman Sandeen then asked for a motion to approve the minutes. Commissioner Pat Quinn made a motion to approve the minutes. The motion was seconded by Commissioner Kathleen Robinson. The motion was unanimously carried and the minutes were approved.

Annual SCIP Updates

Presenters: Lisa Dee Meyerson, Statewide Interoperability Coordinator & Manager, Public Safety Interoperable Communications Office (PSIC), GITA

Dr. Jennifer Harder, Senior Scientist, Science Applications International Corporation (SAIC)

Action Item

Ms. Lisa Meyerson and Dr. Jennifer Harder facilitated a discussion with the Commission on the 2011 Statewide Communications Interoperability Plan (SCIP). Dr. Harder reviewed each of the sections of the SCIP and highlighted key changes from the previous SCIP. Dr. Harder then discussed in detail changes made to the strategic initiatives and objectives in the SCIP.

Motion: Pat Quinn made a motion to approve the revised 2011 State of Arizona Statewide Communications Interoperability Plan (SCIP) subject to PSIC making a few technical and typographic corrections.

Second: Gilbert Orrantia

The motion was unanimously carried.

NECP Goal Two Progress and Guide Update

Presenter: Lisa Dee Meyerson, Statewide Interoperability Coordinator & Manager, PSIC Office, GITA NECP Goal Two Community, Observer, & Staff Speakers

Action Item

Ms. Lisa Meyerson outlined for the Commission the process the Goal Two Observation Team takes in drafting the NECP Goal Two After Action Report (AAR) following an observation event. Ms. Meyerson discussed the proposed revisions to the NECP Goal Two Performance Assessment Guide. The changes are necessary to give the PSIC office adequate time to complete the draft AAR, as well as give the local communities additional time to review their draft AAR. The proposed changes extend the time the Observation Team has to submit the draft After Action and Assessment Report to the County POC from 60 calendar days to 90 –120 Calendar Days following each event. In addition, the Guide will be revised to extend the time the County POC has to review and comment on the draft report, from 15 Business Days to 30 Calendar Days.

Motion: Kathleen Robinson made a motion to extend the time the Observation Team has to submit the draft After Action and Assessment Report to the County POC from 60 calendar days to 90 –120 Calendar Days following each event; and to extend the time the County POC has to review and comment on the draft report, from 15 Business Days to 30 Calendar Days.

Second: Joe Anderson

The motion was unanimously carried.

Following the revision of the NECP Goal Two Performance Assessment Guide, Ms. Meyerson updated the commission on the status of the NECP Goal Two Assessment Project. Ms. Meyerson recognized the efforts of the observation teams and staff involved in the project.

Following Ms. Myerson's presentation representatives from Pinal County and Santa Cruz County shared their reflections from their NECP Goal Two Performance Assessment. Lou Miranda, the Emergency Manager from Pinal County; and Mike Lindsey with Tubac Fire discussed their perspectives on the event, the preparation process, and the observation process.

Bob Hollister, Chairman of the Cochise County Local Emergency Planning Committee served as an observer during the Yuma County Assessment and shared his perspectives on the event and report writing process.

Statewide Outreach Plan

Presenter: Suesan Nordman, Project Manager, PSIC Office, GITA

Action Item

Ms. Suesan Nordman briefed the Commission on the Statewide Outreach Plan. Ms. Nordman reviewed each of the sections within the plan in detail. It is the aim of the Plan that stakeholders in all areas of public safety will combine efforts, leverage their expertise, share success stories and work in partnership to move the State forward in achieving communications interoperability.

Note: Due to the lack of a quorum at the time the presentation was finished, Chairman Sandeen postponed voting on the Statewide Outreach Plan until a quorum reconvened after the Santa Cruz County Regional Channel Planning presentation.

Motion: Pat Quinn made a motion to approve the Arizona Statewide Education and Outreach Plan Regarding Public Safety Communications Interoperability.

Second: Michael Brashier

The motion was unanimously carried.

Santa Cruz County Regional Channel Planning

Presenter: Mike Lindsey, Tubac Fire Department

Information & Discussion Item

Due to scheduling conflicts, Les Caid, Public Safety Planner with Tubac Fire was unable to present this agenda item. Instead, Mike Lindsey presented on his behalf. Mr. Lindsey briefed the commission on the Santa Cruz County Regional Channel Plan. Mr. Lindsey discussed the goals of the plan, and the specific reasons for the creation of the plan. Mr. Lindsay also reviewed the draft plan with the Commission.

Strategic Technology Reserve Update

Presenter: Morgan Hoaglin, Communications Coordinator, AZ Division of Emergency Management

Information & Discussion Item

Mr. Morgan Hoaglin provided the Commission with an annual update on the implementation of the Strategic Technology Reserve. Mr. Hoaglin discussed the technology currently available for deployment as part of the STR and the deployment procedures. In addition, Mr Hoaglin discussed potential items ADEM is considering purchasing for the STR, contingent upon approval from the Arizona Department of Homeland Security.

Statewide Interoperability Executive Committee (SIEC) Update

Presenter: Mark Venuti, SIEC Co-Chair

Information & Discussion Item

Mark Venuti briefed the commission on the recent activities of the Statewide Interoperability Executive Committee (SIEC). Topics covered during Mr. Venuti's presentation include:

- Communications Unit Training Procedures
- Broadband – National, NPSTC & AZ Updates
- IWCE Conference Update
- PSIC Office Projects Update
- Preview of the next SIEC meeting

Regional Governance Initiative Update

Presenter: Michael Britt, Project Manager, PSIC Office, GITA

Information & Discussion Item

Mr. Britt briefed the Commission on activities of the PSIC Office related to advancing regional governance. Topics covered during Mr. Britt's presentation include:

- Status of Key Previous Projects:
 - Statewide Governance Advancement
 - Operating Principles for PSCC and SIEC, etc.
 - Cochise County RICP
 - Governance Assessment for Pima County Wireless Integrated Network (PCWIN)
 - Santa Cruz County RICP
 - Yuma County TICP
- SCIP Background & Updates
- TICP, CASM and NECP Goals
- Current Regional Efforts
 - Pinal County
 - Gila County
 - Mohave County
 - Phoenix UASI
- 2011 Grant Cycle

PSIC Office – Quick Key Updates & Next PSCC Meeting

Presenter: Lisa Dee Meyerson, Statewide Interoperability Coordinator & Manager, Public Safety

Interoperable Communications Office (PSIC), GITA

Information & Discussion Item

Ms. Meyerson discussed the *PSIC Office Key Updates* handout and key projects that were outlined in the handout. In particular, Ms. Meyerson addressed the upcoming transition of GITA into the Arizona Department of Administration effective July 1, 2011.

Comments from the Public

Lt. Mike Rall announced to the Commission the upcoming AZ Vital Connection Interoperable Mobile Communications Exercise. The exercise will be held September 12 – 15, 2011 and is being hosted by the Arizona Division of Emergency Management and the Arizona National Guard.

No additional comments from the public were received.

Adjournment

Chairman Sandeen called for a motion to adjourn. Commissioner Pat Quinn motioned to adjourn the meeting, which was seconded by Commissioner Kathleen Robinson and unanimously carried. The meeting adjourned at 3:11 PM.

Pursuant to A.R.S. 38-341-01(B), minutes of the Public Safety Communications Advisory Commission are recorded by tape recorder. Taped minutes are maintained in the office of the Government Information Technology Agency. Public access and review of PSCC minutes are available by appointment Monday through Friday during normal business hours. Please contact the PSIC office at 602-364-4498 to arrange for an audio of the tape-recorded proceedings.